



**APPLICATION FOR BASIC PRE-QUALIFICATION  
SPECIAL INSPECTIONS, MATERIAL TESTING,  
GEOTECHNICAL SERVICES, and/or RELATED SERVICES  
FOR  
STATE OF GEORGIA CONSTRUCTION PROJECTS ADMINISTERED BY  
GEORGIA STATE FINANCING AND INVESTMENT COMMISSION**

Type (or print) the following information):

Name of company:	Main telephone number:
	Fax number:
	E-mail address:
Address:	Federal Employer (Tax) Identification Number (EIN):
<i>Check all which apply :</i> Headquarters <input type="checkbox"/> Branch <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/>	
Principal Professional Engineer/Discipline: _____ Georgia Professional Engineer's License No: _____	
Expiration Date: _____	

**I. TYPE OF SERVICES OFFERED-** This application is submitted to the Georgia State Financing and Investment Commission for consideration and for approval as a pre-qualified service firm for the particular type of construction or operation requiring field tests and/or laboratory tests as regulated by the State of Georgia within the general classification(s) indicated below:

- ☐ **Geotechnical Services**                      ☐ **Material Testing Services**  
☐ **Special Inspection Services**                      ☐ **Other**

Check specific areas of expertise:      ☐ Concrete    ☐ Steel    ☐ Masonry    ☐ Soils    ☐ Deep Foundations

(Provide additional areas of expertise and/or other services):

**II. LABORATORY** -The applicant company/laboratory has been accredited by the following major acceptable accrediting authorities (Certificate, scope, and expiration date of the accreditation must be included with application); **OR, the applicant company has recently applied to the following acceptable accrediting authorities for accreditation** (Date of accreditation application, official notification from accreditation authority of current application status and anticipated date of accreditation and application expiration must be included with this form. If laboratory entity is different than above applicant, please attach detailed laboratory information). *Please check all that apply.*

<b>a. American Association for Laboratory Accreditation (A2LA)</b>	<b>ACCREDITED by A2LA <input type="checkbox"/>      Recently applied for accreditation <input type="checkbox"/></b>
<b>b. International Accreditation Service (IAS)</b>	<b>ACCREDITED by IAS <input type="checkbox"/>      Recently applied for accreditation <input type="checkbox"/></b>
<b>c. National Voluntary Laboratory Accreditation Program (NVLAP)</b>	<b>ACCREDITED by NVLAP <input type="checkbox"/>      Recently applied for accreditation <input type="checkbox"/></b>
<b>d. AASHTO Accreditation Program (AAP); (AASHTO R18 or ISO/IEC 1725 accreditation)</b>	<b>ACCREDITED by AASHTO <input type="checkbox"/>      Recently applied for accreditation <input type="checkbox"/></b>
<b>e. OTHER Accreditation Authority Program (Indicate):</b> _____	<b>ACCREDITED <input type="checkbox"/>      Recently applied for accreditation <input type="checkbox"/></b>

**III. PERSONNEL CERTIFICATION** – The information requested in this section must be limited to the type(s) of work checked in section I, above. The Georgia State Financing and Investment Commission requires that key individuals responsible for field and laboratory testing are appropriately certified for the Special Inspection services performed on State of Georgia construction projects. Examples of reputable certifying authorities are, but are not limited to, the following:

- American Concrete Institute (ACI)
- American Society for Nondestructive Testing (NDT)
- American Welding Society (AWS)

- International Code Council (ICC)
- Georgia Licensed Professional Engineers
- National Institute for Certification in Engineering Technologies (NICET)

Testing and/or Inspection Field Personnel of the applicant company are listed below with description of type, levels and status of certification. (Please list appropriate program job titles such as "Technical Director" or "Field Supervisor", etc. Attach copies of certificates and information about any additional individuals to this form):

	NAME & JOB TITLE	CERTIFICATION TYPE/LEVEL	CERTIFYING AUTHORITY	EXPIRATION	LENGTH OF RELATED SERVICE	
					<u>Overall</u>	<u>With Applicant</u>
1	Name  Title					
2	Name  Title					
3	Name  Title					
4	Name  Title					
5	Name  Title					
6	Name  Title					
7	Name  Title					
8	Name  Title					

(Attach additional sheets as necessary)

Our company is applying for basic pre-qualification and listing with the Georgia State Financing and Investment Commission as a Geotechnical, Special Inspection, Material Testing, and or related service firm for the a period of two-(2) years. We understand that all services by our firm shall be performed in accordance with State of Georgia laws and regulations and as directed by the authorized representative of the Owner. We will only seek special inspection projects which our company is qualified to do and that we will not subcontract the work to other companies or individuals that are not approved by the State of Georgia. Furthermore, if employed in this capacity, we agree that we will faithfully perform and abide by the contract terms and act in the interest of the Owner, and as so instructed by the Owner, Architect, or Engineer of Record. If GSFIC should approve this application and determine we are eligible for service, we understand such approval and determination will not guarantee that our firm will be selected to be employed for service on any project during this, or any other term. We understand that approval or tentative approval of this application will include our firm in a list of "pre-qualified" firms, and all "pre-qualified" firms are subject to additional qualification procedures for actual selection to provide services. We further agree that if our application is approved, we will provide notice to GSFIC of any changes to our staff, accreditations and/or certifications that would negatively impact our eligibility. We understand and agree that GSFIC may release our firm from eligibility as deemed appropriate by GSFIC, in its sole discretion.

\_\_\_\_\_  
Principal Professional Engineer Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

NOTARY SEAL \_\_\_\_\_

# Pre-Qualification Information for Applicants

## SPECIAL INSPECTIONS, MATERIAL TESTING, GEOTECHNICAL SERVICES, and/or RELATED SERVICES

### Purpose

In its mission of “Building Georgia’s Future”, the Georgia State Financing and Investment Commission (GSFIC) Construction Division provides construction related services to state agencies and local school systems to develop, preserve, protect, and enhance Georgia’s infrastructure. GSFIC’s core values are: Stewardship, Excellence, Leadership, and Fairness; and, in providing these services, GSFIC is committed to *quality construction*. Special Inspections and Testing Services play a major role in ensuring the quality of State of Georgia construction projects. Therefore, in the interest of quality of State facilities for Georgia citizens, GSFIC requires Special Inspection/Testing entities who wish to be considered for GSFIC-administered State projects to submit this application for basic pre-qualification. In addition, the process is intended to bolster the qualification levels of the Special Inspection and Testing Industry in Georgia by prompting companies to attain professional accreditation and certification for continual improvement of these highly-demanding skilled services.

### Minimum Qualifications Required:

**Geotechnical Services:** Geotechnical firm must: a) Hold a valid Certificate of Authorization with the state of GA indicating that they are approved to provide engineering consulting services; b) Employ a GA licensed professional engineer, who has at least 10 years of experience in the field of geotechnical engineering, as a fulltime employee to the firm; c) Have evidence of a record of successful projects, similar in scope to GSFIC projects, over the past 5 years; d) Maintain at least \$2 million professional liability insurance, and, e) meet the requirements of ASTM E329

**Special Inspection Services:** Special Inspection Agency must: a) Meet required qualifications of, and must adhere to, the GSFIC Special Inspection Guidelines; b) Meet the requirements of ASTM E329.

**Material Testing Services:** Shall meet the requirements of ASTM E329.

### Basic Pre-Qualification and Selection

Applications received will be reviewed by GSFIC for determination of the applicant’s eligibility, based on the minimum requirements met by the applicant. Eligible applicants will be placed into a pool of “pre-qualified” service providers. Applicants will be notified of eligibility status within (60) days of application. The pool of providers will be an exclusive source for GSFIC and Architectural/Engineering (Design Professional) firms to consider for inspection and testing services on GSFIC-administered State Projects. Actual selection for project services will be accomplished by a form of qualifications-based-selection (QBS) process. For smaller projects, potential providers will be selected from the pool by the Design Professional (DP) for consideration. Criteria considered by the DP in determining the firms may include, but not limited to, the following (*Do not submit this information with your application*):

- Relevance of service categories checked to incumbent project
- Accreditation types and levels
- Proximity of office/laboratory location to incumbent project
- Field personnel’s certification types and levels

For projects more significant in size and scope, the DP will formally request the 3 to 5 participants to submit additional qualifications information for QBS processing. Information considered by the DP in selecting a firm to perform services on the incumbent project may include, but not limited to, the following (*Do not submit this information with your application*):

- Experience history on related projects
- References (Owner/DP) of recent projects
- Related tests performed and techniques used
- Field and laboratory equipment inventory
- Equipment calibration procedures
- Special inspection/testing plans and schedule for project
- Current workload
- Staffing diagram
- Evidence of understanding of codes and standards
- Description of procedures for handling and reporting discrepancies
- Quality assurance practices
- On-site inspection of the firm’s laboratory and office facilities.
- Individual field personnel’s experience (overall and with provider)

For projects of major and/or complex scope, a complete section of the GSFIC pool of eligible firms whose services are relevant to the project (e.g., “structural steel” if structural steel inspection is being procured) will be solicited by GSFIC advertisement of the Design Professional’s Request for Qualifications and will be invited to submit statements of qualifications to the Design Professional for additional consideration. The advertisement will be placed on the Georgia Procurement Registry ([www.doas.state.ga.us](http://www.doas.state.ga.us)). Eligible firms will be encouraged and assisted by GSFIC to subscribe for automatic notification from the site, and will obtain information concerning opportunities from the site. Project Proposals may be requested from finalists firms, and finalists may be required to submit to an interview by a Selection Committee.

### Term of Eligibility and Renewal

If determined eligible, applicants will be included in the pool of pre-qualified firms for the calendar years indicated on their application, or, if determined eligible during that period, beginning with the date the applicant was notified of eligibility. Eligible firms may request an application for renewal of eligibility. Requests for renewal applications must be received by GSFIC at least (60) days prior to expiration of eligibility.

### More Information

For more information concerning Special Inspection requirements, please consult the **GSFIC Special Inspection Guidelines and Guidelines for Design Professionals**. For more information concerning the application process, or a copy of the guidelines, see [www.gsfc.ga.gov](http://www.gsfc.ga.gov). If you have questions concerning your eligibility or GSFIC’s review of your Application, please contact:

Georgia State Financing and Investment Commission  
Procurement Services  
270 Washington Street, Second Floor  
Atlanta, Georgia 30334, Telephone: (404) 463-5600